



Development Services Division  
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Des Moines, WA 98198  
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www.desmoineswa.gov

DSW-05

## LOT LINE ADJUSTMENT SUBMITTAL WORKSHEET

### WHAT IS THE PURPOSE OF A LOT LINE ADJUSTMENT AND THIS WORKSHEET?

*There are three primary reasons for a lot line adjustment. First, a prospective applicant may be required to consolidate internal property lines; typically this occurs when historic lot lines span a single building site. Second, a prospective applicant may be resolving an encroachment issue due to the construction of a building or other structures on an adjacent lot. Finally, a prospective applicant may desire to realign or re-orientate an existing lot(s) to modify the buildable area or create additional buildable area.*

*This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.*

☐ **Application:** Provide one (1) copy of the Master Development Application available at the following web address: <http://www.desmoineswa.gov/dept/development/serv/cdservices.html>

☐ **Project Narrative:** Provide three (3) copies. The narrative should provide a brief and thorough description of the project.

☐ **Title Certificate:** Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

☐ **Preliminary Design Documents:** Provide five (3) drawings prepared by a licensed surveyor drawn to scale and accurately dimensioned, clearly showing the following information:

- ☐ The proposed lot lines for all affected lots, indicated by heavy solid lines.
- ☐ The existing lot lines proposed to be changed, indicated by heavy broken lines.
- ☐ The location of all structures existing upon the affected lots.
- ☐ The location and dimensions of any drain field, easement, tract, or right-of-way existing within or adjacent to any affected lot.
- ☐ The area and dimensions of each affected lot if the proposed adjustment were approved.
- ☐ A legal description of affected lots before and after the lot line adjustment.

☐ **Boundary Survey:** Provide one (1) copy. The survey must be certified by a licensed surveyor and it must reference either the Washington Coordinate System (North Zone), the King County Coordinate System, or a properly determined subdivision corner. Exterior boundary corners shall be set using appropriate permanent materials in the ground.

☐ **Application Fees:** As required by the current Development Services Fee Schedule.